



## **POSITION ANNOUNCEMENT**

### **UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF TENNESSEE**

**November 3, 2017**

**POSITION:** Pro Se Law Clerk (full-time position funded through December 2019, renewable contingent upon funding in future years)

**DUTY LOCATION:** Nashville, Tennessee

**GRADE LEVEL:** JSP 11 Step 1 (\$60,210) to JSP 14 Step 10 (\$131,833), depending on experience and qualifications

**START DATE:** January 2, 2018

**OPEN PERIOD:** Monday, November 6, 2017 to Friday, November 24, 2017

#### **POSITION OVERVIEW:**

The pro se law clerk performs substantive review and legal research and writing in pro se, prisoner civil rights and habeas corpus actions. The clerk independently reviews case records and filings, conducts legal research, and drafts proposed opinions, memoranda, and orders for all district court judges. The clerk also provides information to chambers and court staff as needed.

#### **REPRESENTATIVE DUTIES:**

- Perform initial procedural and substantive screening of pro se, prisoner civil rights, and habeas corpus actions.
- Review case record, motions, and briefs to prepare draft orders, memoranda, and opinions for judges of the district court.
- Present cases and motions and explain the proposed course of action to district judges, orally and in writing.
- Monitor cases for new filings.

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- Monitor and maintain thorough understanding of developments in the law regarding subject matter of assigned caseload, including legislation, and update judges on those developments.
- Develop and maintain specialized expertise in pro se, prisoner civil rights, and habeas corpus litigation in the federal courts.
- Perform other duties as assigned.

### **MANDATORY QUALIFICATION REQUIREMENTS:**

Eligibility: To be eligible for the position of Pro Se Law Clerk at a grade JSP 11, an applicant must be a graduate from a law school of recognized standing. To be appointed at JSP 12, the applicant must have at least one year of legal work experience after graduation from law school and bar membership. To be appointed at JSP 13, two years of legal work experience after graduation from law school and bar membership are required. For appointment at JSP 14, three years of legal work experience after graduation from law school and bar membership are required.

Other Requirements: Knowledge of federal law, rules, and court procedures. Excellent legal research and analysis skills, including understanding and summarizing complex legal concepts and issues. Excellent legal writing skills and experience in drafting legal analysis based on thorough research, sound reasoning, and well-supported decision making. Demonstrated ability to communicate legal concepts clearly, concisely, and informatively in writing and orally. Ability to organize high-volume caseload, manage time, establish priorities, and meet tight deadlines while working independently with limited supervision. Compliance with the Code of Compliance for Judicial Employees and court confidentiality requirements, including handling confidential information in a variety of contexts.

Strongly Preferred: Experience working with filings by pro se litigants. Experience with litigation involving the Prison Litigation Reform Act and/or Antiterrorism and Effective Death Penalty Act. Prior judicial clerkship.

### **BENEFITS:**

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs

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- Optional long-term care insurance and disability plans
- Credit for prior government service

### **CONDITIONS OF EMPLOYMENT:**

- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, a copy of which is available upon request.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Final candidate is subject to a background check.

### **APPLICATION PROCESS:**

Interested applicants should submit **a single PDF document** containing a cover letter, resume with references, law school transcript, and a short writing sample. Applicants may submit an unofficial law school transcript, subject to verification by an official transcript upon request. Please email the pdf document to [applications@tnmd.uscourts.gov](mailto:applications@tnmd.uscourts.gov) with the subject line “Pro Se Law Clerk,” no later than close of business on Friday, November 24, 2017.

The best qualified applicants will be invited for a personal interview. Travel and relocation expenses will not be reimbursed.

EQUAL OPPORTUNITY EMPLOYER